

May 24, 2007

The Board of Public Works & Safety met at 4:00 p.m. on the above date in the Meeting Room at City Hall Annex with Mayor Knowles presiding and members Askren and Williams attending. Others attending were Chief Beloit; Chief Reese; GIS Analyst Andrews; Paul Watzlavik; and arriving during the meeting, Comm. Epison and Supt. Givens.

Mayor Knowles called the meeting to order by stating members were either mailed or hand carried copies of the minutes of their previous meeting and by asking if there were any corrections or additions. She added if not, she entertains a motion to waive their and to approve the minutes as presented.

Board member Askren moved the reading of the minutes be waived and the be approved as presented. Seconded by Board member Williams.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following he vote, she reported the motion carried unanimously.

Mayor Knowles requested action on the claims presented.

Board member Williams moved the claims presented be allowed for payment. Seconded by Board member Askren.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

*****CLAIMS*****

Sewage	\$ 33,706.09
Payroll	129,080.67
General, MVHF, P Pen, F Pen	17,145.50

Mayor Knowles stated anyone wishing to address the Board should approach the podium and state their name and the nature of their business.

Mayor Knowles stated they will now hear the reports of the Departments.

Chief Beloit stated, as he reported at a previous meeting, the department had applied for a grant for a new K-9 officer through the PCCF, they were awarded the grant. He continued by stating June 6 they will actually be presented with the award.

Board member Askren questioned the amount of the grant ?

Chief Beloit replied \$11,000.00, the full amount they had requested.

Mayor Knowles stated she thinks it is great and added that Chief Beloit should write a letter of appreciation to the Foundation.

Comm. Epison arrived at the meeting.

Chief Beloit concluded his report by stating today was the last day of school, and as of meeting time, there had been no incidents.

Mayor Knowles asked if there were any questions ?

Board member Williams just added that he would like to remind folks that school is out and kids will be on their bikes, be aware.

Comm. Epison stated Clean Up Week went well and he would like to commend the Street Department for all of their hard work. He continued by stating he has received a street cut permit request, though the firm (AT & T) will not actually cut the street, they will bore under it.

Supt. Givens arrived at the meeting.

Comm. Epison stated the permit needs Board approval, though they will not pay the street cut fee since they will not actually be making a cut, they will coming into the street via a yard. He added if it appears they will need to cut the street, they will come and pay for the cut.

Mayor Knowles stated AT&T can coordinate their work with Comm. Epison. She added she believes the work is being done to run fiber optics for the school. She then asked if there were any questions ?

Board member Williams moved AT & T be allowed to do the boring. Seconded by Board member Askren.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Comm. Epison continued his report by stating at the auction he attended earlier in the month, he purchased a walk behind saw, though he had also wanted to purchase a core drill. He added based on the cost to rent a core drill, which they do frequently, he feels it would be in the best interest of the city to purchase one. He stated at the auction a core drill that had been used about a dozen times sold for \$1,100.00, and a 2005 model, quoted from the former owner of Grand Rental Station would go for \$1,300.00; \$2,000.00 new.

Board member Askren asked if he had the money in his budget to make the purchase ?

Comm. Epison replied yes, and added at most, it could cost \$1,400.00.

Mayor Knowles stated she is sure that being it is a 2005 model, parts would still be fairly easy to come across as well.

Board member Williams moved the Board approve the purchase of a core drill.

Seconded by Board member Askren.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously.

Mayor Knowles asked if there were any questions ?

There were none.

GIS Analyst Andrews stated he is still working on manholes, and he also sent another riser order off Monday.

Mayor Knowles asked how many he has done so far ?

Mr. Andrews replied around 24; the last order he sent off for 13 more.

Mayor Knowles stated before Mr. Andrews started, the engineering firm believed there were about 395 covered manholes in the city. She stated so far, Mr. Andrews has found 70 and inspected them.

Mr. Andrews added he believes part of the problem was due to old map transfer issues.

Mayor Knowles asked if there were any questions ?

There were none.

Supt. Givens stated he has no report.
Mayor Knowles asked if there were any questions ?
There were none.

Chief Reese stated he has no report.
Mayor Knowles asked if there were any questions ?
There were none.

Mayor Knowles stated on the Legal portion of the Agenda is a discussion on collection of delinquent sewer accounts. She added this came about as a result of the State Board of Account annual Audit Exit Conference. She stated currently there are no procedures in writing for the collection. She added last year, they had hired someone part time to do nothing but file the sewer liens, but when showed up at the water department, she was told they did not need her and that there was nothing for her to do. Regardless, she added in order to be compliant, the procedures need to be in writing and they need to be followed.

Board member Williams asked if none of the procedures were in writing for collections ?
Mayor Knowles replied she is not sure the current ordinance addresses that.

Board member Williams asked if the water department didn't have procedures in place for this ?

Mayor Knowles replied they do, but the procedures are different; if someone doesn't pay their water bill, the water department can turn off their water, the city can not turn the sewer off.

Board member Williams stated since there are no procedures in place, they could just use the water procedures as a starting point.

Mayor Knowles added she could put something out on Municipal Works and then have an ordinance drafted accordingly.

Board member Williams replied it sounds simple enough to fix this situation and prevent the city from being written up for it again. He suggested again they start with the water procedures and work backwards.

Mayor Knowles stated the next step would be for the Board to recommend passage of the ordinance to the Council, once the procedures are in place. She added the main issue is that liens need to be placed on the property of past due accounts and that is not being done. She added once the ordinance is prepared and passage is recommended to the Council, they will hopefully pass it.

Supt. Givens added some of the accounts are VERY old.

Board member Williams added as well that many may be uncollectible.

Mayor Knowles again stated she will send something out on Municipal Works.

Mayor Knowles asked if anyone in the Audience wished to address the Board ?
There was no response.

Mayor Knowles asked if there was any Old Business ?
There was none.

Mayor Knowles asked if there was any New Business ?

There was none.

Mayor Knowles stated if there were no further business, she entertains a motion to adjourn.

Board member Williams moved the meeting be adjourned. Seconded by Board member Askren.

Mayor Knowles stated all those in favor of the motion should signify in the affirmative; and following the vote, she reported the motion carried unanimously and adjourned the meeting.

Rosemary L. Knowles
Mayor

ATTEST:

Cristi L. Wolfe
Clerk-Treasurer